



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PARKS CAMPING/BOAT DOCK MANAGER

Job Number: 20000569

Job Code: 15790V151201

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the campground and/or boat dock operation at a state park; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have two years of experience in the operation of recreational/accommodation facilities or retail business management.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional training in the above fields will substitute for the experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional related experience will substitute for the education on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in the operation of campground facilities at a state park. Inspects campground facilities for operating

performance. Ensures the cleanliness of facilities for park visitors. Oversees registration of visitors. Supervises the boat dock facilities at a state park. Inspects dock facilities for operating performance. Ensures maintenance and cleanliness of dock facilities for park visitors. Oversees dock rentals and equipment sales. Supervises a campground and/or boat dock trading post, grocery or concessionaire. Maintains inventory of supplies and materials. Prepares reports and records of campground/boat dock operations. Makes recommendations to park management for changes in operations.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed outdoors.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*